

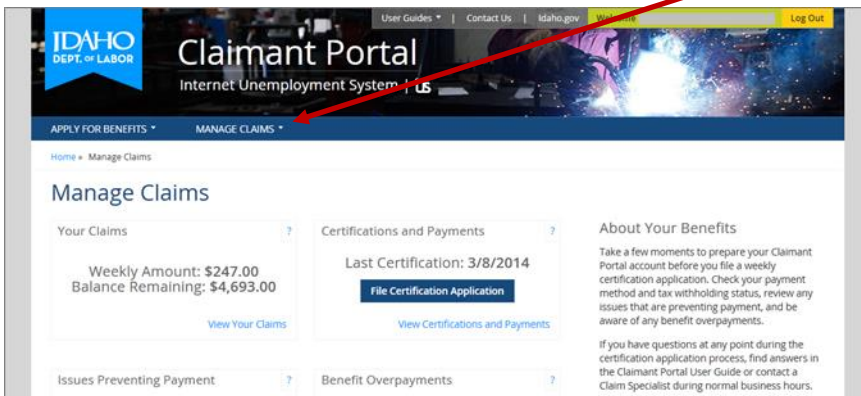
Claimant Portal: Guide to Filing Weekly Certifications

IDAHO
DEPT. OF LABOR

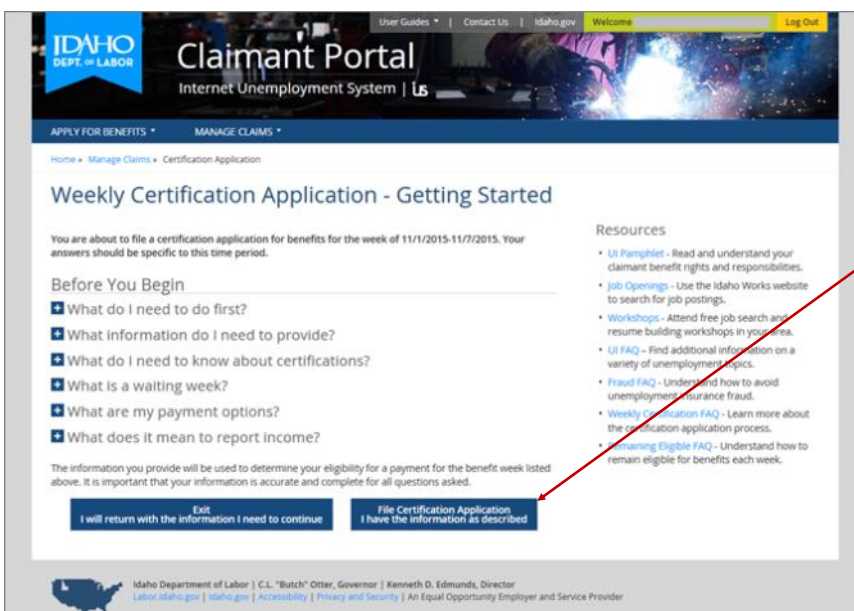
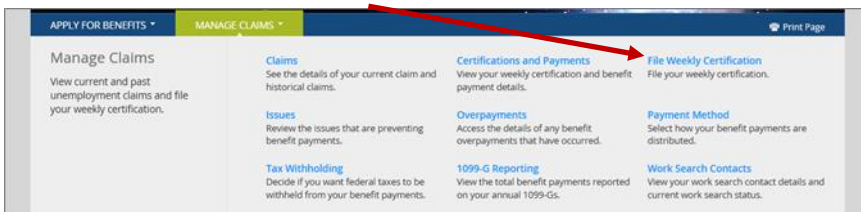
FIRST – you need to apply for unemployment insurance benefits on the Claimant Portal. Claimant Portal is the system for filing and managing unemployment insurance claims. Account login information and PINs from previous systems are no longer valid and cannot be used to log in to Claimant Portal.

Click here for the [Claimant Portal User Registration Guide](#)

Once you log in to the Claimant Portal, click on **MANAGE CLAIMS**.



Click on **File Weekly Certification**.



This screen will tell you what information is required to file a certification. If you have all of your information, click **File Certification Application**.

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STEP 1: For each question, select the applicable answer that best describes your availability for the week. Click **Next**.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage Claims » Certification Application 1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application Week of Sunday, November 1 - Saturday, November 7

Step 1 - Work Availability

Able To Work[®]
Were you physically and mentally able to work each day during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Available for Work[®]
Were you available for work each day during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Away from Area[®]
Were you away from the area where you normally look for work at any time during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Refused Work[®]
Have you refused an offer of work or turned down a job offer from an employer in the last two years that you have not yet reported on your unemployment benefits claim, or did you miss any available work during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Attended School or Training[®]
Did you attend school or training at any time during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Quit Job[®]
Did you quit a job during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Fired from Job[®]
Were you fired from a job during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Previous **Next**

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STEP 2: For each question, select the applicable answer that best describes your income for the week. Click **Next**.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage Claims » Certification Application 1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application Week of Sunday, November 1 - Saturday, November 7

Step 2 - Income

Worked for Employer[®]
Did you work for an employer during any part of the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Self Employed[®]
Were you self employed during any part of the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Other Income[®]
Did you receive a bonus, holiday, severance or vacation payment during the week of Sunday, November 1 - Saturday, November 7? ☐ Yes ☐ No

Previous **Next**

You must meet certain monetary eligibility requirements to be eligible for unemployment benefits this week. Please answer all questions about work you performed and other income you were paid during this benefit week. Find details on how to properly report income in the user guide and the Weekly Certification FAQ.

Work Earnings
You must report your work earnings from all employers, commission work, self employment work, tips, and volunteer work. Keep track of the number of hours you worked and the dollar amount you earned during each week. Report all these earnings the week in which you performed the work, not the week you were paid.

Other Income
You must report all other types of income that you are paid such as bonus, holiday, severance, vacation, and back pay.

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STEP 3: Click on *Add Work Search Contact*. (If your Work Search Status is **Employer Attached**, **Union Attached** or **In Training**, you will not see this screen. Instead, you will skip straight to the *Submit* screen.)

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage » Certification Application 1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 1 - Saturday, November 7

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 1 - Saturday, November 7.

Contact Type	Contact Date	Type of Work	Company Name
Add Work Search Contact			

☐ I am unable to report two Work Search Contacts for this benefit week.

Previous **Next**

You must meet certain work search requirements to be eligible for unemployment benefits this week. While in a Work Search Status of Work-Seeking you are required to have contact with two employers each week.

Idaho Department of Labor verifies work-seeking activities and you may be required to provide supporting documentation. Use the [Work Search Log](#) to keep track of your employer contacts each week.

Your current Work Search Status is available under the [Manage Claims](#) section of your account. For more details about your Work Search Status, refer to the [Work Search Requirements FAQ](#).

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To add your work search contacts, click on *Add Work Search Contact* button. Select how you contacted the employer from the list below the button.

Add Work Search Contact

Select a Contact Type:

- Email
- Fax
- In Person
- Mail
- Phone
- Website

Next

Idaho Department of Labor verifies work-seeking activities and you may be required to provide supporting documentation. Use the [Work Search Log](#) to keep track of your employer contacts each week.

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Depending on how you contacted the employer, you will be asked for specific information. Enter all fields marked with a *.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage » Certification Application 1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 1 - Saturday, November 7

Step 3 - Work Search Contacts

Enter the details of your Email work search contact.

Keep a record of each work search contact you make with an employer.

Contact Date* Contact Name* Contact Phone*

Company Name*

Company Address* Address Line 2*

Country* City* State* ZIP Code*

Company Email*

Type of Work or Job Title* Job Number, if applicable*

Application Submitted* Did you submit an application or resume? ☐ Yes ☐ No

Next Step* What is the next step with this job search contact?

Cancel **Save Contact**

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When you are finished filling in the form, click *Save Contact*.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage » Certification Application

1 Work Availability 2 Income 3 Work Search Contacts Submit

Weekly Certification Application

Week of Sunday, November 1 - Saturday, November 7

Step 3 - Work Search Contacts

Please provide at least two Work Search Contacts that you made with employers during the week of Sunday, November 1 - Saturday, November 7.

Contact Type	Contact Date	Type of Work	Company Name	
Email	11/2/2015	Media Writer		Delete
In Person	11/4/2015	Marketing Writer		Delete

[Add Work Search Contact](#)

[Previous](#) [Next](#)

You must meet certain work search requirements to be eligible for unemployment benefits this week. While in a Work Search Status of Work-Seeking you are required to have contact with two employers each week.

Idaho Department of Labor verifies work-seeking activities and you may be required to provide supporting documentation. Use the [Work Search Log](#) to keep track of your employer contacts each week.

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Click **Add Work Search Contact** again to add more contacts. You are required to make two work search contacts per week. Continue the process again to enter your second work search contact. Once you have entered all your contacts, click **Next**.

STEP 4: Review the statements on the screen pictured below. Check the *I agree* boxes, then click *Submit Certification Application*.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage Claims » Certification Application

1 Work Availability 2 Income 3 Work Search Contacts Submit

Certification Application

Carefully review each item below and check the corresponding box to indicate your understanding of and willingness to abide by these terms.

You must acknowledge that you agree with each statement before you can submit your certification application.

Recorded Answers

I understand that once I complete this certification application my answers will become part of my claim record.

☐ I agree.

Accurate Answers

I certify my answers as true and accurate.

☐ I agree.

Penalty

I understand that under Idaho law I can be penalized for giving false answers or withholding information.

☐ I agree.

[Previous](#) [Submit Certification Application](#)

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When the *Weekly Certification Application Complete* screen appears, it means you are done.

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APPLY FOR BENEFITS * MANAGE CLAIMS *

Home » Manage » Certification Application

Weekly Certification Application Complete

Completion Time: Confirmation Number:

Congratulations. Your Weekly Certification Application has been successfully submitted to Idaho Department of Labor. It should be available for you to view within a few minutes. In the meantime, please follow the *Next Steps* outlined below.

Next Steps

Select *Manage Claims* to review your:

- Work Search Status to understand your current work search requirements.

[Return to Claimant Portal Home](#)

Resources

- [LS Pamphlet](#) - Read and understand your claimant benefits rights and responsibilities.
- [Job Openings](#) - Use the Idaho Works website to search for job postings.
- [Workshops](#) - Attend free job search and resume building workshops in your area.
- [LS FAQ](#) - Find additional information on a variety of unemployment topics.

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